



ENGINEERING GEOGRAPHIC INFORMATION SYSTEM (GIS) SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and manage the City of Tempe Geographic Information System (GIS) database and digital mapping program operations and supervise assigned staff; and to perform a variety of professional management duties and technical GIS and information technology (IT) tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Engineering Services Supervisor or from other supervisory or management staff.

Exercises direct supervision over professional and technical GIS and digital mapping engineering staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules, standards and methods for production of quality and geospatially accurate City GIS database, computer aided design (CAD), and digital map products, geospatial data, and geospatial reports for the public, other City departments, and outside agencies; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in City GIS and digital mapping program activities.
- Participate, coordinate, evaluate, and develop recommendations to city-wide, departmental, and work group implementations of GIS and geospatial IT systems, software, hardware, and related equipment; participate and coordinate

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Revised November 2005 (retro-active to January 2005), title change, responsibility changes, and certification addition.

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the planning of GIS and geospatial IT infrastructure design, GIS spatial data and attribute database design, planning GIS data conversion, production, maintenance, and distribution workflows, and related IT issues.

- Provide project management, spatial and attribute data accuracy specifications, application and data standards, technical direction, coordination, and quality control of GIS and geospatial data and applications to internal staff, and data and application vendors and consultants; evaluate data formats, quality, stability, longevity, compatibility, and interoperability to City GIS database and applications; identify, initiate, and coordinate the correction of data deficiencies.
- Meet with departments and provide assistance in defining and organizing GIS data needs and designing GIS data work flows in coordination to organizational work flows; initiate related actions and coordinate with department and IT staff as required.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items including City GIS and digital mapping hardware and software needs; monitor and control expenditures; maintain software, hardware, and other related maintenance and project contracts.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public, other departments and outside agencies regarding City GIS program methodology and products; function as a GIS and geospatial IT expert on related GIS and IT projects and provide technical GIS and IT expertise on GIS, geospatial concepts and technology, and digital mapping to others; advise and educate of product uses, limitations and advantages.
- Analyze, evaluate and resolve all hardware and software problems in City GIS database and digital mapping program; schedule preventative maintenance; install new software deliveries; write computer applications in GIS, CAD, database management system (DBMS), digital mapping, internet/intranet software, and other standardized computer languages.
- Provide GIS, CAD, and DBMS IT management and support; supervise data archiving and data back-up; oversee maintenance and security; allocate system resources and disk space; schedule use of the system; initiate and coordinate

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with ITD applications staff, PC services staff, database staff, and networking staff on related needs and actions.

- Maintain awareness of GIS, geospatial concepts, and related IT technological advances and governmental implementations; attend related government meetings, training, and conferences and review related publications.
- Assist in the management and maintenance of civil engineering, real estate, field checks, and other geospatial hardcopy, microfilm, analog and digital files used for City GIS database updating.
- Assist in the management and coordination of department and division PC installations and replacement program and related IT products and issues; coordinate with IT PC services and applications work group.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience in municipal, utility, or civil engineering GIS database or GIS systems management. One year of lead or supervisory experience desirable.

Training:

Equivalent to Bachelor's degree from an accredited college or university with with major course work in GIS, land surveying, computer science, civil engineering, or a related field.

Licenses/Certifications

Possession of, or ability to obtain within six months of hire, certification as a Certified GIS Professional (GISP) from the GIS Certification Institute (GISCI), Certified Mapping Scientist – GIS/LIS (GS) from the American Society Photogrammetry and Remote Sensing (ASPRS), or equivalent professional certification in GIS or geospatial technologies.

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This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6180

FLSA: Exempt

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